



**Job Title:** Program Coordinator  
**Department/Program:** National Health Corps Philadelphia  
**Reports to:** Program Director  
**FLSA:** Non-Exempt  
**Status:** Full time  
**Supervises:** N/A

### **Education**

- Bachelor's degree in public health, education, social work or related field preferred or 1-2 years of related professional experience

### **Skills/Experience**

- Excellent organizational skills to coordinate multiple projects and timelines with special attention to detail
- Excellent communication and interpersonal skills, both written and verbal
- Experience working with young adults, particularly high school or college-aged individuals
- Experience with facilitating, public speaking, and training in classroom or non-traditional settings

### **JOB SUMMARY**

The National Health Corps (NHC) Philadelphia, one of four operating sites of the National Health Corps, was established in 1994 with the mission to foster healthy communities by connecting those who need it most with health and wellness education, benefits and services, while developing tomorrow's compassionate health leaders. Each year, we recruit, train and place 27 emerging leaders in resource-limited organizations to improve health outcomes in underserved communities by developing and implementing programs as well as training volunteers and staff.

The Program Coordinator assists the Program Director with the day to day management and administration of the program, which includes the annual recruitment of community-based host sites and placement of 27 member volunteers; member training and professional development; communications activities, and interfacing with staff at the Health Federation of Philadelphia as well as community partners to increase collaboration and enhance program visibility.

### **JOB SPECIFICATIONS**

#### **Responsibilities/Duties**

##### ***Member Recruitment***

- Organize and track member recruitment and facilitate communication with applicants and new members
- Organize and conduct member background checks according to AmeriCorps guidelines

- Assist with planning for new member orientation and pre-service training, member meetings, in-service trainings and retreats, in particular logistics (i.e. meeting space, supplies, catering)

**Member Services**

- Provide guidance and support to 27 AmeriCorps Members over the course of their term of service
- Develop and facilitate training modules based on member needs assessment and ongoing member evaluations
- Meet with and advise NHC Philadelphia member committees
- Provide administrative support to Program Director including monitoring timesheets for service hour accrual, time off requests and outside hours participation

**Communications**

- Implement the NHC Communications Strategy by maintaining the NHC Philadelphia website, editing and posting member blogs, and monitoring the organization's Facebook group page, Twitter and Instagram accounts

**Community Partnerships**

- Network and collaborate with other Philadelphia-based AmeriCorps programs for recognition ceremonies, service events, and host site recruitment opportunities
- Collaborate with other staff at the Health Federation of Philadelphia, the fiscal and technical support agency of the program
- years' experience in an office setting
- Proficient in Microsoft Office
- Previous experience with national or international service programs preferred

**Work Environment:**

Standard office setting with extended periods at work station and periodic use of office equipment.

**Position Type and Work Schedule**

Full time position, typical hours are Monday through Friday 8:30 am to 5:00 pm.

**Travel:**

Local travel to HFP's Early Head Start location for monthly member training, as well as community group service projects occasionally.

**Physical Demands**

Ability to transport materials, routinely move equipment or supplies weighing up to 30 lbs.

**Salary and Benefits**

Our employees are our most valuable resource, and so we offer a competitive and comprehensive benefits package, which can include:

- Medical with vision benefits
- Dental insurance
- Flexible spending accounts
- Life, AD&D and long term care insurance
- Short- and long-term disability insurance
- 403(b) Retirement Plan, with a company contribution
- Paid time off including vacation, sick, personal and holiday
- Employee Assistance Program

Eligibility and participation is handled consistently with the plan documents and HFP policy.

**DISCLAIMER**

The Health Federation reserves the right to modify, interpret, or apply this job description in any way the Company desires. The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This job description in no way implies that these are the only duties, including essential duties, responsibilities and/or skills to be performed by the employee occupying this position. This job description is not an employment contract, implied, or otherwise. The employment relationship remains "at will." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

*The Health Federation of Philadelphia (HFP) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or preference, marital status or any classification protected by federal, state or local law.*

**TO APPLY:**

**No phone calls please.** Please send your resume and cover letter stating salary requirements to:

Sara Wein  
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1211 Chestnut Street, 8th Floor  
Philadelphia, PA 19107 Email:  
[nhcphiladelphia@gmail.com](mailto:nhcphiladelphia@gmail.com)